

## Job Details

**Job Title** Research Assistant - Cancer Research Laboratory Program

**Job ID** 57638

**Location** Victoria Hospital

**Full/Part Time** Full-Time

**Regular/Temporary** Temporary

**Favorite Job** ☆

### Posting Period

Open: June 27, 2017

Deadline: July 3, 2017

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

### Department Name

Lawson Health Research Institute - Cancer Research Laboratory Program

London Regional Cancer Program

The Cancer Research Laboratory Program consists of 14 laboratories and over 100 staff/students including Research Scientists, Postdoctoral Fellows, Graduate Students, Technicians, Work Study Students and administrative staff. The Research Assistant (Administrative) will be the first point of contact and will provide administrative support to the Director of the Cancer Research Laboratory Program, i.e. assisting with grant applications, updating CVs, organizing meetings, taking minutes, preparing seminar notices for distribution, setting up itineraries and arranging travel as required. A major portion of this position also involves placing orders for Western and Lawson accounts, tracking orders, filing, paying invoices, and completing travel expense reports.

Rate of Pay: To commensurate with experience

Hours of work: Temporary Full-Time (37.5 hours per week) with possibility for renewal

Duration of Contract: August 1, 2017 - July 31, 2018

### Qualifications

- Completion of a Post-Secondary Certificate or Diploma in office administration or equivalent acceptable to the hospital
- Minimum 3 years' experience in an administrative role, preferably in a biomedical setting or equivalent to the hospital
- Demonstrated computer proficiency (Microsoft Office Suite, Outlook, Internet searches, Web-based applications, Adobe Publisher)
- Experience in preparing and organizing grant submissions for review
- Knowledge of Research granting guidelines, i.e. Canada Institutes of Health Research preferred
- Knowledge of Occupational Health and Safety, Radiation Safety and WHMIS procedures
- Experience with organizing travel arrangements including meetings, honoraria and setting up itineraries
- Experience in purchasing procedures, preferably UWO PeopleSoft and LHSC HMMS systems
- Knowledge of web-based programs
- Demonstrated strong organizational skills and well-developed interpersonal skills
- Demonstrated proficiency in written and oral communication skills
- Ability to work independently with minimal supervision
- Ability to manage competing priorities and a demanding workload
- Ability to be a team player
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre is committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.